

ANNOUNCEMENT NUMBER: 04-56

OPEN TO: Current Employees of the Mission, Eligible Family Members (EFMs), Members of Household (MOH) – All Agencies; and Qualified U.S. and Jordanian Citizens.

POSITION: Commercial Assistant, FSN-9; FP-5*

OPENING DATE: July 13, 2004

CLOSING DATE: July 27, 2004

SALARY: *Actual hiring grade for the person to be selected will be determined based on job knowledge and prior work experience.

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of a Commercial Assistant in the Commercial section.

BASIC FUNCTION OF POSITION

The employee has responsibility for trade events within assigned sectors and works to implement them as the leader or participant of a team that include promotion, recruitment, and administrative staff; recruit suitable U.S. companies, identify local contacts, promote U.S. company and its products, coordinate logistics and event/meeting schedules; prepare promotional materials; brief local buyer groups on U.S. business practices and advise them in partnering with appropriate U.S. firms; prepare market studies in assigned sectors, including statistics and forecasting trends in trade, production and markets, assuring accuracy, completeness and reliability in the final report; compile analyses on the effect of local laws, policies, and business practices on U.S. trade and investment; recruit U.S. companies and provide the Gold Key Service and International Partner Search matchmaking programs in assigned sectors; counsel U.S. companies, Commercial Service and USG officials on sectors of assigned responsibility; monitor regulatory matters affecting assigned sectors and general trade issues including laws, regulations, standards, procedures and legal issues affecting the importation of U.S. goods and services; and counsel U.S. exhibitors at International Buyer Program events on market opportunities in host country.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with

specific and comprehensive information supporting each item.

1. BA degree in economics, marketing, business administration, international trade or related field.
2. Three to five years of experience in business, government or NGO's in the fields of marketing, trade promotion, economics, international trade or related field.
3. Fluency in written and spoken English and Arabic.
4. A thorough understanding of the domestic economy and its business customs, practices, marketing channels, law, regulations and policies.
5. Solid working knowledge of Commercial Service goals, programs, policies, procedures and reporting requirements.
6. Ability to deal with a range of domestic and U.S. contacts; well-developed counseling skills with excellent research and writing abilities; competence in word-processing and use of database, spreadsheet, and presentation software.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Freda Ateyeh

Room: 153, Ext. 6507

Applications can also be submitted electronically thru **AmmanEmployment@state.gov**

POINT OF CONTACT

Telephone: 5906507

FAX: 5920163

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 27, 2004

An Equal Opportunity Employer

Draft:HRO:FAteyeh:fa

Clearance:HRO:PKhan

FCS:LFarris

FMO:PLieberman

Approval:MGT/C:TYoung